



## CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard

Sacramento, California 95834

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1-800-748-5259 (TDD/Hearing Impaired)

[www.cimcinc.org](http://www.cimcinc.org)

# JOB ANNOUNCEMENT

POSITION: Innovation Youth Coordinator  
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: TBD

STARTING PAY: \$27.54 – \$28.94 per hour

DOE

CONTACT PERSON: M. Ligaya Hattari  
Human Resource Manager

**RESPONSIBILITIES:** The Innovation Youth Coordinator shall be responsible for supervising the project's Youth Leaders as they start peer-led Native youth groups in their respective regions, and shall oversee and monitor project planning, implementation, administration, recruitment, information and referral services, and follow-up activities. Shall be responsible for the project's Youth Leaders as they host peer-led support groups throughout California. Shall ensure that all activities are in compliance with applicable objectives and promote respectful interactions. Shall be responsible for planning and organizing the program's Youth Leadership Conference. Shall ensure that all activities are operating at an acceptable level with respect to project goals and objectives. Responsible for meeting project time frames and performance measures, and submitting grant reports timely.

**REQUIREMENTS:** At least two (2) years of related work experience demonstrating the skills, knowledge, and abilities, and a Bachelor's degree with major work in Education or related field, or any equivalent combination of education, training, and experience. A valid California driver's license, good driving record, own transportation, and adequate insurance.

**KNOWLEDGE OF:** Elevate Youth California project objectives and allowable activities of the grant; California tribes and its youth; regulations and procedures; online communications principles and guidelines; Microsoft Office programs.

**ABILITY TO:** Plan, develop, and review project operations; interpret and translate applicable laws, rules, and regulations; analyze, assess, and measure effectiveness of Elevate Youth California's program activities and recommend changes for improvement when necessary; present information effectively to management, clients, and public agents; organize and maintain records and prepare reports; navigate and communicate through social media and video/audio/chat/phone conferencing platforms; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet, and database programs; travel on a regular basis; be a liaison between CIMC, partners, and youth; work with people from diverse backgrounds and skill levels; work with Tribal communities.

**OTHER QUALIFICATIONS:** Strong verbal and written communication skills. Interpersonal, analytical, organizational, and leadership skills. Attention to detail, and research and computer skills.

**GENERAL INFORMATION:** CIMC Applications are available at [www.cimcinc.org](http://www.cimcinc.org)

Attention to: M. Ligaya Hattari, Human Resource Manager  
California Indian Manpower Consortium, Inc.  
738 North Market Boulevard  
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to [recept@cimcinc.com](mailto:recept@cimcinc.com) for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, *et seq.*) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

Successful completion of a criminal history background check will be required of the candidate selected for this position.